

Joint Public Health Board – 8 May 2014

Role and Terms of Reference of the Joint Public Health Board

1. Role

The Joint Public Health Board (the Board) is a joint executive body and will be responsible for public health functions of an executive nature of Bournemouth Borough Council, Dorset County Council and the Borough of Poole for so long as the three councils are working in partnership.

2. Membership

The Board will consist of two voting members drawn from the executives of each of the three partner councils (a total of six members). Each council may at any time appoint replacement members to serve on the Board provided that any such member must be a member of that authority's executive. Notice of any change should be provided to the Democratic Services Manager of the County Council as host authority for the Partnership.

Each authority may also nominate one non executive member to attend the Board as a non voting member.

3. Chairmanship

The Chairman shall be elected annually from amongst the six executive members by a majority vote. In the event of an equality of votes lots shall be drawn to determine the chairmanship.

4. Quorum

The quorum for meetings of the Board shall be one voting member from each of the three councils.

5. Frequency of meetings

The Board shall meet as a minimum four times a year, usually in July, November, February and May and subject to room availability the venue for meetings will rotate meeting by meeting around the offices of the three partners.

Additional meetings of the Board shall take place as determined by the Board in order to fulfil its work programme.

Further meetings shall be convened if requested by any two members of the Board.

6. Officers

The lead officer for the Board shall be the Director for Public Health and he shall recommend to the Board a proposed scheme of delegation to officers.

As host authority the County Council will convene meetings of the Board and will provide administrative, financial and legal advice.

7. Standing Orders

The business of the Board shall be regulated by the standing orders and procedure rules of the County Council as host authority except to the extent that they are superseded by the Shared Service Agreement between the three partner councils.

8. Terms of Reference

- I. Discharge of the public health functions of the three councils under the Health and Social Care Act 2012 and setting of direction and policy in respect of public health.
- II. Approve and monitor delivery of Public health Business Plan.
- III. Receive and respond to reports from the subgroups of the Board.
- IV. Monitor progress and performance in delivery of mandatory public health programmes across and within the three local authorities.
- V. Monitor progress and performance against local and national indicators and outcome measures.
- VI. Acting within the requirements of the Code of Practice in Local Government Publicity to seek to influence and advise, local and central government and other agencies on public health issues.
- VII. Ensure that NHS and other local authority partners remain informed of developing public health issues, locally, nationally and internationally.
- VIII. Support the host authority and the Director in the performance of their functions.
- IX. To receive and approve the annual budget and monitor budget spend.